

Castaic Lake Water Agency

Santa Clarita, CA

Is Seeking A

HUMAN RESOURCES/RISK MANAGEMENT

SUPERVISOR

*A key
management position
for an exciting
period of change . . .*



THE AGENCY

A State Water Project (SWP) contractor, the Castaic Lake Water Agency (CLWA) services an area of 195 square miles in Los Angeles and Ventura Counties, providing the treatment and conveyance facilities to deliver this water. CLWA is known for its state-of-the-art facilities and outstanding work environment.

The organization is governed by an 11-member board that is organized into three elective divisions. Presently, the Board is comprised of two directors from each division, an at-large director, and one director appointed by each of the retail purveyors. CLWA has four purveyors – the CLWA Santa Clarita Water Division, Los Angeles County Waterworks District #36, Newhall County Water District, and Valencia Water Company.

CLWA is located in northern Los Angeles County, near the Ventura County line with easy access to I-5. CLWA's wholesale service area supports a population of nearly 200,000. Geographically, the service area includes the Santa Clarita Valley and adjoining hill country through which runs the upper Santa Clara River. It includes the City of Santa Clarita and the communities of Canyon Country, Castaic, Newhall, Saugus, Stevenson Ranch and Valencia. Approximately 20 square miles of the CLWA service area covers unincorporated portions of Ventura County.

The Agency was created in 1962 by the State Legislature to contract with the State of California for water supplies from the Sacramento-San Joaquin Delta via the SWP. The current contractual supply is 95,200 acre-feet per year. In 1999, CLWA secured the stock of the Santa Clarita Water Company with 21,000 retail services (currently 24,000 retail services).

CLWA (including the Santa Clarita Water Division) operates with the support of 104 employees and an annual operating budget of \$18.7 million, a capital budget of \$59.5 million, and annual revenue of approximately \$75.3 million.

SANTA CLARITA – CLWA Headquarters

The City of Santa Clarita (pop. 151,000), home to CLWA headquarters, is located 35 miles northwest of downtown Los Angeles. The Santa Clarita Valley enjoys a mild Southern California Mediterranean climate. The City is the fourth largest city and, during 1990-2000, the second fastest growing city in Los Angeles County. The median home price in the Valley is \$321,000. Schools in the Santa Clarita Valley rank among the top ten percent in the State based on the California Assessment Program. The community's higher education needs are served by California State University at Northridge, California Institute of the Arts, The Master's College and College of the Canyons. Major employers in the Valley include Six Flags California, two school districts, the U.S. Postal Service, Princess Cruises, and College of the Canyons. Long recognized for its "safe" reputation, Santa Clarita ranked as the fifth safest city in the nation in 2002 for cities over 100,000 in population, and fourth safest in California.

Leading CLWA into the Future

*Building upon a long tradition of **continuous improvement**, the Agency completed an organizational assessment in late 2002. The acquisition of the Santa Clarita Water Company, which essentially doubled the staffing of the CLWA, coupled with the appointment of a new General Manager two years ago and a new Administrative Services Manager one year ago, presented an ideal opportunity for the organization to re-examine itself.*

*Among the recommendations in the final assessment is a **reorganization** of the Agency's management structure, which includes the addition of three key management positions. The recruitment of the new Human Resources/Risk Management Supervisor presents a unique opportunity to help create an **exciting future** for this successful public agency.*



THE POSITION

The Human Resources/Risk Management Supervisor (HRRMS) is one of three new positions created as a result of the recent organizational assessment. The final report included several recommendations relating to performance improvement, the alignment of resources and resource needs, and modernizing business practices, among others. The HRRMS will report to the new Administrative Services Manager who will also oversee Finance and Information Technology functions. The third new position is the Engineering and Operations Manager.

The HRRMS will have the rare opportunity to establish formalized human resource and risk management programs. Since this is a new position for the growing Agency, the Supervisor will have the unique opportunity to create a structure, contemporary policies, procedures, and guidelines for responsibilities associated with the critical administrative support functions assigned to this position.

CURRENT ISSUES/PRIORITIES

The new Supervisor will need to dedicate his/her talent and attention to the following large-scale issues in addition to managing the day-to-day demands of the division:

- Determine current and future human resource records management needs. Lead the acquisition and implementation of the appropriate system(s).
- Develop and document comprehensive policies and procedures.
- Evaluate existing human resource needs within the organization and make recommendations in the interest of designing a comprehensive world class program.
- Implement a full-service human resources program including selection, recruitment, classification, compensation, training, performance appraisal, etc.
- Design and administer a contemporary and complete risk management and safety program.
- Quickly establish oneself as the Agency's key advisor on human resource and risk management issues.
- Conduct staffing and service needs assessment based on the current and future direction of the organization. Develop necessary recommendations to achieve Agency's preferred future.

EDUCATION AND EXPERIENCE

Prior public sector management experience in human resources and risk management is required. An exemplary track record in supervising people and change is a prerequisite for consideration. A sophisticated understanding of labor laws is required, as is experience in the areas of compensation, benefits, performance management, recruitment, and selection. Service in a water agency or public utility entity is highly desirable. Candidates must have a flawless reputation for maintaining uncompromising integrity. A bachelor's degree in public or business administration, organizational development, psychology or related discipline is required. A master's degree in a similar discipline is desirable.

IDEAL CANDIDATE

Desirable candidates for this new position will have an impressive background in the areas of public sector human resources and risk management. Experience with designing and setting up new programs, procedures, systems, as well as policy development will be weighted heavily. Additionally, the ideal candidate must be a successful manager who demonstrates the following professional attributes:

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- Outstanding interpersonal and people management skills.
- Exceptional organizational, and written and verbal communication skills.
- Operates with a sense of urgency and takes pride and ownership in his/her own enterprise.
- Exhibits strong analytical skills and readily identifies gaps and/or opportunities for improvement.
- Is a gifted problem solver and approaches challenges proactively and creatively.
- Enjoys working autonomously in a dynamic environment that supports ambitious objectives.
- Superior communicator who can interact impressively with all levels of the organization.
- Outgoing and personable. Willingly strives to create open and productive relationships within the Agency.
- Displays a high comfort level in serving as a knowledgeable advisor within the realm of his/her areas of expertise.
- Keeps current on new/changing legislation and regulations related to human resources and risk management.



COMPENSATION

The salary range for this position is \$81,700 - \$99,300. The compensation package also includes attractive benefits of which the primary provisions are as follows:

Retirement – the Agency is a member of the California Public Employee’s Retirement System (CalPERS) and pays the 7% employee contribution.

Health Insurance – CLWA pays for dental and vision for the employee and his/her family and makes a significant contribution towards a medical plan for employee and family, subject to co-pay depending on plan choice.

Life Insurance/Disability – the Agency covers \$100,000 in life insurance as well as a long-term disability plan.

Leave – In addition to standard sick and personal leave, CLWA will consider years of service in determining vacation accrual.

Deferred Compensation – Plan provides 50% agency contribution up to 3% of annual salary.

APPLICATION AND SELECTION PROCESS

To be considered for this rare opportunity, please submit a cover letter with current salary, resume, and three work-related references by **Friday, July 23, 2004** to:



Teri Black Brann or John Shannon
 CPS EXECUTIVE SEARCH
 241 Lathrop Way
 Sacramento, CA 95815
 Tel: 310.377.2612 Los Angeles
 Tel: 916.263.1401 Sacramento
 Fax: 916.561.7205
 E-mail: resumes@cps.ca.gov
 Website: www.cps.ca.gov/search

Following the recruitment period, resumes will be screened in relation to the criteria described in this brochure. Candidates with superior qualifications will receive preliminary interviews with the consultants. Those individuals deemed most qualified will be reported to the Agency. A final interview process designed and administered by the consultants will then be scheduled for selected candidates.

CLWA is an Equal Opportunity/ADA employer.